

RCOAC GUIDEBOOK

TABLE OF CONTENTS

A. Welcome Letters

- [Echo Company](#)
- [Aberdeen Proving Ground](#)

B. Prior to Arrival at Aberdeen Proving Ground (APG)

- [Orders](#)
- [Recommended Packing List](#)
- [Physical Fitness](#)
- [Document Checklist](#)

C. Arriving at APG and Reporting

- [By Air, Train, Personally Owned Vehicle \(POV\)](#)
- [During and After Duty Hours](#)
- [Army Lodging \(Living Quarters\)](#)
- [In-processing](#)
- [Finance](#)

D. While at APG

- [Course description](#)
- [Additional Duties](#)
- [Physical Training](#)
- [Personal Conduct](#)
- [Emergencies](#)
- [Healthcare](#)
- [Army Community Service \(ACS\)](#)
- [End of Course After Action Review \(AAR\)](#)

E. [Echo Company Policy Letters](#)

F. [Map](#)

G. [APG Phone Directory](#)

H. [FAQ/FEP](#)

TAB A

WELCOME LETTER

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
US Army Ordnance Mechanical Maintenance School
Aberdeen Proving Ground, Maryland 21005-5201

Commander's Welcome Letter

Fellow Officers:

As the Commanding Officer of E Company, 16th Ordnance Battalion, I extend you a gracious welcome to Aberdeen Proving Ground (APG), MD. I hope that you will find your stay here both professionally and personally rewarding. The Echo Company Staff and I are here to assist you with administrative and personal issues, and to ensure that all your military and personal needs are met. As commander, I am responsible for your health, morale, and welfare during your tenure at the Ordnance Reserve Component Officer Advanced Course (RCOAC). You will find the RCOAC academic program both intellectually challenging and stimulating. All subject areas taught will prepare you to carry the Ordnance flame well into the 21st Century.


I take pride in the State of Maryland and enjoy telling students and visitors that the area locations for sightseeing are terrific. If you are someone who enjoys traveling and experiencing new and exciting areas, you will thoroughly enjoy your stay at APG. APG is within close traveling distance to the great cities of Baltimore, MD; Philadelphia, PA; Washington, DC; and New York City, NY.

I encourage you to visit the Ordnance Mechanical Maintenance School website at www.goordnance.apg.army.mil/16index.html. The website is designed to assist you in your search for information about RCOAC and APG. It also informs you about problems that RCOAC students frequently encounter during initial course in processing. Please take a moment to browse the different subject areas linked to this site. At a minimum, look at the frequently encountered problems section so you can report to RCOAC prepared to start class.

I look forward to meeting you and wish you safe travel to APG. If you have any questions, feel free to contact any member of my staff toll free at 1-800-392-2015 ext. 2671/3979/4294/5625 or DSN 298-2671/3979/4294/5625. Our fax number is (410) 278-2074/5502 or DSN 298-2074/5502. You can also reach me via email at thomas.stocks@ocs.apg.army.mil.

THOMAS V. STOCKS
CPT, OD
Commanding

Aberdeen Proving Ground

Aberdeen Proving Ground (APG) is the Army's oldest active proving ground, established on October 20, 1917, six months after the United States entered World War I. The city of Aberdeen sits on the northwestern bank of the Chesapeake Bay between the Susquehanna and Gunpowder Rivers. The installation comprises two principal areas separated by the Bush River. The northern area is the Aberdeen Area and the southern sector is the Edgewood Area. As a center for Army material testing, laboratory research, and military training, the post is an essential element in the nation's defense. Known as the "Home of Ordnance," APG has been training Ordnance personnel since 1918. The Edgewood Area has been a center for chemical warfare research and development since it was established. The City of Aberdeen is about twenty miles north of Baltimore, MD, and a forty-five minute drive from Washington, D.C. Located on the tip of the Chesapeake Bay, it is in close proximity to Philadelphia, New York City, and New Jersey. 

TAB B

PRIOR TO ARRIVAL AT APG

Orders

Payment for the period of active duty to attend this course is based on information that is contained in your orders. Please ensure the following items are correct or request amending orders as soon as possible to alleviate problems prior to reporting for active duty.

- Name
- Social security number
- Grade
- Pay Entry Basic Date (PEBD) – Verify date shown is correct.
- Physical date – Verify that this is not prior to the start date of the course.
- Period of active duty – Verify that your orders show the correct period of the course or, if stated in number of days, the correct number of days are shown.
- Accounting Classification

You are reminded that you should not report to the unit prior to the effective date stated on your orders. Officers arriving early will not receive pay or allowances for days not covered on their orders. All students are authorized only one day of travel unless otherwise stated on the orders.




Recommended Packing List

If you own a computer and printer, it is suggested that you bring them with you. It is not mandatory, but it sure helps! The standard software package is Microsoft Office (MS Word/Power Point).

Swan Creek Inn, [Building 2207](#), Provides the following items: television, linens, towels, dishes, iron, ironing board, microwave, refrigerator, stove, cooking utensils, pots and pans, and a radio alarm clock. Room service is provided daily, and laundry facilities are free.

Students are not required to bring a privately owned vehicle (POV); however, having transportation will make your time at APG more enjoyable. This will allow you to get the most out of your time in the APG area. Following are approximate distances from Swan Creek Inn (where most students reside) to key locations:

Schoolhouse (Bldg 3147)	0.4 miles
Echo Company (Bldg 4313)	0.9 miles
Main PX	0.5 miles
Clothing Sales	0.8 miles
Gym/Recreation Center	0.4 miles
16 th Ordnance Battalion (Bldg 4510)	1.0 miles
143 rd Ordnance Battalion (Edgewood Area)	14.6 miles


NOTE: Sometimes it is necessary for Swan Creek Inn personnel to place students in Edgewood Area lodging when there is a shortage of rooms in the Aberdeen area. It is the student's responsibility to arrange for transportation to and from the Edgewood area. Transportation will not be provided. 

Students who elect to bring a personally owned weapon must first register the weapon with the Provost Marshall in [Building 4305](#) and then make arrangements through E Company to secure the weapon(s) in the battalion arms room.

Suggested Packing List (Personal Items)

Privately owned vehicle or bicycle
Calculator
Civilian clothes
Computer w/printer
Planner
Pencils
Pens
Highlighters
Paper
Book bag/backpack
Notebooks


Uniform Packing List

4 sets BDUs
1 pair black leather boots
1 Army PT uniform (old or new style/summer and winter) 

Physical Fitness

You are expected to report to school meeting the minimum [physical fitness](#) standard on the Army Physical Fitness Test (APFT). You will be administered an APFT within 72 hours of arrival at APG. If you fail the APFT, you will be enrolled in the Special Individual Fitness Training ([SIFT](#)) program and be required to participate in PT daily from 0515 – 0630. You will be administered a retest 30 days following the initial APFT. You must pass the record APFT to successfully complete the course. Failure to pass the record APFT will result in disenrollment from the course.

NOTE: Physical profiles must be declared (with Army documentation) prior to the APFT if a waiver is to be considered for the push-up and sit-up events. There is no waiver for the aerobic event. You **will not** graduate if you fail to pass the record APFT. You will receive a referred AER which will indicate “Failed to Achieve Course Standards” in block 13 and a “Fail” for APFT in block 16.

If you report to RCOAC exceeding Army weight tables and/or body fat percentages, you **will not** be enrolled in the course, and you will be returned to your unit. The CSD Director will prepare a memorandum addressing your failure to maintain standards for the Commandant, which will be forwarded to the first general officer in your chain of command. 

Document Checklist

Following is a list of documentation that you will need to **HAND CARRY** for [in-processing](#):

- ❑ Orders – A complete order (front and back with the signature block) and copies of any amendments. Orders must have an accounting classification. (10copies) [See Total Army School System ([TASS](#)) Unit Pre-Execution Checklist]

TOTAL ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander. Soldier must have a signed pre-execution check list in his/her possession upon arrival to scheduled class.

NAME: _____ SSN: _____
(typed or printed)

UNIT: _____ DOR : _____

COURSE TITLE: _____ START DATE: _____

1 st Line Leader Initials	Soldier's Initials	PART I PRE-EXECUTION (D-90 TO D-1)
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/pre-testing complete? (if applicable)
		All required clothing/equipment IAW School/Course Info Packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school (as required).
		Soldier meets Standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler's checks/Government Credit Card?
		Individual orders received?

		School mailing address/telephone numbers received (for family)?
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		ID Tags (1 pair), Army Value card/tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		Notify soldier of requirement to take APFT and be weighed, as required.
Unit POC List: CDR: 1SG: FTM: Unit Fax: Unit E-mail:		

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA PAM 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II – ROUTINE PREREQUISITES		
TASK	REGULATION DATA	SOLDIER DATA
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO CL FA GM MM OF EL SC ST GT	CO CL FA GM MM OF EL SC ST GT
Meets color vision requirements (if applicable, DA Pam 611-21)		
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P U L H E S	P U L H E S
DA Form 1059 for all previous required Phases for phase/course attending (if applicable)	School Code: Date of Completion: Course Completed:	

	Phase Completed:
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)	

PART III REQUIRED DOCUMENTS	
Security Clearance (if applicable, attach as required)	
Permanent Profile attendees have copy of MRB (P3, P4) results, with DA Form 3349 signed by his/her commander, and have an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.


Student's
Signature: _____ **Date:** _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed name)_____

Signature:_____ **Date:**_____

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, WAIVERS and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses.

Soldiers reporting for training WITHOUT A SIGNED CHECKLIST WILL BE GIVEN seventy-two hours FROM THE REPORT DATE TO PROVIDE THE CHECKLIST with appropriate attachments. SOLDIERS ATTENDING IDT COURSES WILL BE GIVEN UNTIL SATURDAY OF THE SECOND MUTA-4. After this time, soldiers will be returned to their unit. The purpose is to enforce the importance of the chain-of-command preparing their soldiers for training. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CAS3, CGSOC, and the SGM COURSE. The pre-execution checklist is found in appendix H of this regulation. 

TAB C

ARRIVING AT APG AND REPORTING

Air, Train, POV

Travel Directions: Aberdeen Proving Ground is located in the city of Aberdeen, 4 miles east of I-95. Take exit 85 to Route 22, which runs from I-95 directly to the main gate of APG. Vehicle traffic may enter through two additional gates that can be accessed via Route 40. Between the hours of 2000 and 0430, the main gate is the only gate open. Due to security concerns, other gates may be closed without notice.

From Baltimore-Washington International Airport (BWI), you have several transportation options. The [Amtrak](#) train has a direct route from BWI to the city of Aberdeen and will cost \$18 with military ID (\$20 without). A taxi or [shuttle service](#) will cost approximately \$75. BWI has several rental car agencies whose rates vary depending on the size of the car and the duration of the rental agreement. Regardless of your chosen method of travel, it is important to keep your receipts until you settle your travel reimbursement. ➡

<http://www.goordnance.apg.army.mil/AreaInformation&Map.htm>
<http://130.114.109.116/CSD%20Web/WOAC/APGMap.htm>

During and After Duty Hours

During normal duty hours (0730-1700, M-F), you may report directly to E Company Headquarters, [Bldg. 4313](#), on the access road off Boothby Hill Road across from Student Drive (see [Tab F](#)). <http://130.114.109.116/CSD%20Web/WOAC/APGMap.htm>. The uniform for reporting during duty hours is BDUs.

- When you report in, you must **HAND CARRY** a complete copy of your orders (with accounting classification).

After duty hour, weekends, or holidays, you must report to the Staff Duty Officer (SDO) located in [Building 4510](#) at the 16th Ordnance Battalion Headquarters. After signing in on the DA Form 647, report to billeting (The Swan Creek Inn) to secure living quarters. The phone number for The Swan Creek Inn is (410) 278-5148.

If you are reporting on a weekend and your class starts on the next duty day, the SDO will have a packet and a letter detailing time, uniform, and place of duty for the first day of class. If you are reporting earlier than your report date or earlier than your class date (your class does not start on the next duty day), you must report to E Company ([Bldg 4313](#)) at 0800 in BDUs on the next duty day. ➡

Army Lodging

All officers reporting for class, regardless of component, are on temporary duty status and will reside in Army Lodging [Bldg 2207](#) (The Swan Creek Inn), or The River Lodge (located in the Edgewood Area). The room rate at Swan Creek Inn is \$44.00 per day and is due at the end of each month. If you are directed to a hotel off post, you are entitled to the rate the hotel is ➡

charging you. Please make sure you pay your bill on time to avoid accruing late charges. All officers will receive a Statement of Non-Availability for meals; however, the post has dining facilities available for use, if you so desire. It is recommended that you arrive with a government credit card, as you will not receive TDY reimbursement to pay for lodgings and meals until you return to your home station.

While living in Army Lodging, your room is similar to that of a hotel. One suite houses one or two individuals. Suites housing one person have one queen-size bed, a bathroom, and a kitchenette. Suites housing two persons have a living area with furniture, two bedrooms, a kitchen, and one bathroom. Both types of suites have appropriate lighting accoutrements. You may host one overnight guest at a time, provided you obtain written permission from your suitemate (if you are residing in a two bedroom suite), and you notify the front desk. If you have an overnight guest, lodging will charge you an additional \$5.00 per day which will be added to your bill. Housekeeping has instructions to report visitors to the front desk, when they observe them, while performing their duties, or if they suspect an unregistered guest is staying in the room. Upon checking in to billeting, you should conduct an initial inspection of the room and annotate any deficiencies in writing to the front desk at the Swan Creek Inn. All deficiencies not annotated on the inspection may result in financial liability upon discovery by Swan Creek Inn personnel. Swan Creek Inn personnel conduct unannounced room inspections. If your room is found to be excessively untidy, you may be asked to leave. Housekeepers are not authorized to move your belongings, and will not clean if personal items are strewn about. Phone calls are billed separately and the long distance carrier is AT&T. It is recommended that you use prepaid calling cards to place long distance calls. ➡

In-processing

You will be in-processed with your class early morning on the first day of the course. Ensure that you have all necessary documentation as previously annotated in the “[Document Checklist](#)” section. For more information, see E Company personnel upon arrival. ➡


Finance

Students will be paid through their home station finance offices.

Each student should bring enough money to cover expenses, to include lodging and meals, during the time that he or she is here. Approximately \$500-750 in travelers’ checks, government travel card, or a major credit card should be sufficient. **You will not get a pay advance here.**

Both single and married officers are in temporary duty status, and as such will receive a daily per diem allowance and the cost of lodging in addition to base pay and basic allowance for subsistence (BAS). The per diem pay is \$38 per day for meals and \$44 per day for lodging. Officers with dependents will also receive basic allowance for housing (BAH). You will be paid the allowable rate for the area in which your dependents are residing, **NOT** the Aberdeen Proving Ground rate. BAH will be paid by the student’s home station finance. Rates are listed at the following website: www.dtic.mil/perdiem/bah.html. ➡

TDY Pay: You will file for TDY reimbursement upon return to your home station or arrival to your next duty station.

Travel Pay: Since this is not your initial entry point, you will not receive travel pay from your home station to here upon arrival. You will have to wait until you get to your permanent duty station or return to your home station to file for and receive travel pay. 

TAB D

WHILE AT APG

Course Description

The following web site will provide you with a brief overview of the course: ➡

<http://www.goordnance.apg.army.mil/CSD%20Web/Training-RCOAC.htm>

Additional Duties

While in school, some students will be appointed additional duties. Students will not know who will hold these positions until they report for their course. These students will be required to attend meetings with the E Company Commander, and act as a liaison between classmates and various [organizations](#). Because of these duties and time constraints, it is highly recommended that students have some sort of transportation while at APG as it will be nearly impossible for them to get from the schoolhouse to E Company or to any other agency in the limited amount of time available.

NOTE: As was stated previously, while it is not mandatory for students to have a car while at Aberdeen, home station units are encouraged to authorize rental vehicles for those students who do not bring POVs to the course in the event they are lodged a significant distance away from the area where they will receive training. Government transportation will not be provided. ➡

Physical Training

If you fail the APFT you will be enrolled in the Special Individual Fitness Training ([SIFT](#)) Program. SIFT is conducted Monday through Friday at 0515 hours. The uniform for PT is the Army Physical Fitness Uniform (APFU).

Personal Conduct

In addition to high academic standards, you will also be expected to maintain the highest standards of personal conduct. The illegal use of drugs or driving under the influence of [alcohol](#) will end your career, no questions asked! You will be expected to maintain high standards of personal appearance and to be where you are supposed to be on time, all of the time. Students whose [conduct](#) is detrimental to good order and discipline or prejudicial to the interests of their fellow students may be disenrolled from the course, and/or separated from the service. The bottom line is, if you cannot live up to the high standards expected of an officer, we do not want you here. Following are some areas of concern:

Appearance: BDUs will be pressed, boots shined, and fingernails, makeup (females), and haircut/hairstyle to standard IAW AR 670-1. Reserve and National Guard officers will wear their home unit patch.

<http://www.usmilitary.about.com/careers/usmilitary/library/milinfo/arreg2/blr670-1.htm>.

Military Bearing and Courtesy: You are expected to maintain the highest level of professionalism at all times, especially with all instructors and when in the presence of all AIT students. Observe all of the rules of military courtesy, and ensure that AIT students you encounter do the same. International student will receive the same courtesies extended to their U.S. rank equivalent. ➡

Student Honor Code: The Student Honor Code System exists to ensure quality graduates and promote integrity in training. The Student Honor Code states that students will not lie, misrepresent or withhold the truth, steal, cheat, plagiarize, or conspire to violate the Student Honor Code, nor will they tolerate those who do. All students in USAOC&S must follow the Student Honor Code for academic requirements. All allegations will be investigated, and if found to be true, may result in dismissal from RCOAC. ➡

Emergencies

In the event a family emergency occurs and you feel that you need to take leave, The [American Red Cross](#) must be notified. A family member should contact the Red Cross and provide them with pertinent information regarding the emergency. A Red Cross representative will then contact this unit and request your presence. Once the unit has received the Red Cross message, you will be contacted and your leave form processed. Family members should be prepared to provide the following:

- ◆ Service Member's Full Name
- ◆ Social Security Number
- ◆ Branch of Service
- ◆ Rank
- ◆ Military Unit ➡

Healthcare

While in school, students will utilize sick call procedures offered by Kirk U.S. Army Health Clinic (KUSAHC). You are encouraged to bring your medical and dental records with you. For information on [sick call procedures](#), contact E Company or see the enclosed policy letter. After sick call, emergencies only will be handled through [KUSAHC](#) until 2000 hours. After duty hours, you must go to Harford Memorial Hospital Emergency room or Upper Chesapeake. When departing APG you must pick up your medical records (permanent or temporary) and hand carry them to your home station. ➡


Army Community Services

Army Community Service (ACS) gives personal help and support to the entire Army Community. They offer a variety of services to assist you and your family members. While in an activated status for school, you and your family members are eligible to utilize ACS. Family members will utilize ACS at the military installation nearest to their place of residence. Students may utilize ACS at Aberdeen Proving Ground.


Information and Referral (I&R): ACS maintains an extensive resource listing for the military and civilian community. It is a good place to start for most type of help you need, whether you are trying to get acquainted with the Army way of life or you need assistance with personal problems.

Employment Assistance Program (EAP): assists Army family members in several areas of employment, such as building job skills through free training classes, resume writing, employment bulletin board, and referrals.

Army Emergency Relief (AER): provides emergency financial assistance.

Other programs are available through ACS. For more information contact the Aberdeen Area ACS Office, Bldg. 2754 at (410) 278-7474/4372, or the ACS office nearest your place of residence. Office hours are Monday through Friday 0800-1630. 

End of Course After Action Review

Prior to graduation, the Class Leader will be required to submit a written After Action Review (AAR) to OC&S. This AAR will be a compilation of issues, discussions, and recommendations from all members of your class. It is important that this AAR be specific and constructive in its criticism. You are also reminded that positive comments should be included in the AAR. It is recommended that you keep a log of events/issues that you wish to address. Issues that are brought to the attention of the chain of command and resolved during the course are not to be included in the AAR. It is in the best interests of all involved to resolve problems as they occur rather than to wait until the end of the course. If you have any questions about the AAR, you should speak to your Class Leader and/or class TAC Officer. 

TAB E

ECHO COMPANY POLICY LETTERS


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #3 E Company

19 January 2001

COMPANY COMMANDER'S OPEN DOOR POLICY

1. It is my desire that soldiers of this company receive prompt and adequate assistance with all problems and other matters of personal concern. My office is open for private discussions with members of this company.
2. Soldiers who wish to discuss personal matters should not hesitate to request assistance from their class leaders and TAC Officer using their chain of command.
3. This policy letter will be posted in the current section of the company's bulletin boards.

THOMAS V. STOCKS
CPT, OD
Commanding 


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #5 E Company

19 January 2001

ALCOHOL ABUSE

1. The abuse of alcoholic beverages poses a severe threat to the health and welfare of the soldiers of the company and their family members. It is everyone's responsibility to assist in identifying instances of alcohol abuse so that immediate action can be taken to alleviate the situation and minimize the risks to innocent victims as well as to users.
2. The emphasis must be on the early identification of those individuals with alcohol abuse problems so that referrals are immediate to the appropriate health care agency. This can be successfully accomplished only by the active involvement of all supervisors. Immediate supervisors know their soldiers best and are in the most advantageous position to notice those behavioral changes which usually signal an alcohol problem. If we wait for an incident to occur before initiating action, we have failed in our leadership responsibilities.
3. In order to help control alcohol abuse, the following policies have been established.
 - a. No one under the age of 21 is allowed to consume alcoholic beverages.
 - b. No member of this company may consume alcoholic beverages while on duty, nor will a member of this company be permitted to be drunk on duty; drunk being defined as intoxication which is sufficient to impair the rational and full exercise of the mental and physical faculties. Members of this command will be considered drunk if their Blood Alcohol Content is .08 or higher.
 - c. Open containers of alcoholic beverages cannot be transported while enroute between locations on or off post.
 - d. No alcoholic beverages will be stored, transported, or consumed in military vehicles or work areas of Echo Company. The only exception to this policy is for those officially supervised unit functions approved in accordance with existing Ordnance Center and School policies.
4. Failure to meet this policy may result in administrative action or punitive action under the provisions of the Uniform Code of Military Justice (UCMJ).

THOMAS V. STOCKS
CPT, OD
Commanding 


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #6 E Company

19 January 2001

PHYSICAL FITNESS TRAINING PROGRAM

1. Physical training (PT) will be conducted at E Company Monday through Friday from 0530-0630. A monthly schedule will be distributed to the class leaders. The senior class will be in charge of conducting PT, and will designate a different PT instructor for each day. Every Friday, E Company will conduct a company run. Battalion runs are scheduled periodically.
2. Classes that have a critical exam in the morning are exempt from PT, but must be present for the 0530 accountability formation.
3. The Army Physical Fitness Test (APFT) will be administered to students within the first week of their course. Any officer who fails an APFT or is enrolled in the Overweight Program will be put on the Special Individual Fitness Training (SIFT) Program. Those officers will report to Echo Company's orderly room at 0530 for PT, Monday through Friday, and 0730 on Saturday.
4. Those officers who are on SIFT due to failure of an APFT may take a retest 30 days after their last APFT with approval from the Company Commander. If they pass with a minimum score of 60 points in each event, they will be taken off the SIFT Program and will return to do PT with E Company PT program.
5. Officers on SIFT Program as a result of being on the Overweight Program will be removed from the SIFT Program only when they meet the Height/Weight Standard in accordance with 600-9.
6. At graduation, any officer who receives a score of 270-299 on their final Army Physical Fitness Test (APFT) will receive a 16th Ordnance Battalion Certificate of Achievement and a 61st Ordnance Brigade Certificate of Achievement for a score of 300. A PT patch will be awarded to students with a score of 290 and above.

THOMAS V. STOCKS
CPT, OD
Commanding 


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #7 E Company

19 January 2001

PROHIBITED ITEMS AND ACTS

1. No military weapons will be transported in a privately owned vehicle.
2. All personnel living on post, including government quarters, who possess privately owned weapons such as pistols, rifles, and bows and arrows will register these weapons with the Provost Marshal. All students have the option of storing their weapons in the Battalion Arms Room.
3. No one in this command will possess switchblades, brass knuckles, chains, pipes, gas pistols, knives with blades exceeding 3 inches in length, ammunition, machetes, or any other dangerous weapons.
4. Periodically, the APG Police will stop privately owned vehicles and search them for prohibited items. Items such as kitchen knives, clubs, rubber hoses, etc, within reach of the driver may result in your arrest. Weapons such as unloaded guns and/or hunting knives may be transported in the trunk of a car or a bed of a truck when travelling to and from a hunting or fishing trip, or a shooting range. Military issued items such as tools and repair parts will be confiscated unless a valid property disposal officer sales slip can be produced.
5. Items deemed to be dangerous or prohibited weapons will be immediately confiscated by competent authority. Items confiscated will be turned into the Company Commander for final disposition and preparation of charges under UCMJ as appropriate.
6. Failure to comply with this policy letter is punishable under UCMJ.

THOMAS V. STOCKS
CPT, OD
Commanding 


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #8 E Company

19 January 2001

EQUAL OPPORTUNITY

1. I will not tolerate discrimination and prejudice within Echo Company. It is our duty and responsibility to treat everyone equal regardless of race, color, gender, religion, or national origin.
2. Equal opportunity is the consideration and treatment of others irrespective of race, color, religion, gender, or national origin. Not only is equal opportunity the law or our land, it is the foundation upon which sound leadership and management practices are based.
3. I charge every member of this command, including civilian employees to apply the principles of equal opportunity in their day-to-day dealings with others. In addition, they must also report incidents of discriminatory treatment that they may observe to the chain of command immediately. We must be aware of, sensitive to, and interested in the problems facing our soldiers and civilians.
4. Additional information can be obtained from the undersigned, the Unit Equal Opportunity Leader, at ext. 4294 located in [Building 4313](#), Room 107, or SFC Graves, the 16th Ordnance Battalion Equal Opportunity Leader in [Building 4510](#) at ext. 8596.

THOMAS V. STOCKS
CPT, OD
Commanding 


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #12 E Company

19 January 2001

SUICIDE PREVENTION

1. Suicide Prevention Training is an annual requirement. This training is mandatory for all soldiers and civilians in this command and it will be documented upon completion.
2. Suicide is not always predictable. Reduction in Force (RIF), work and/or family problems can cause depression and hopelessness among soldier and their families. Therefore, we must look out for each other. There are warning signs for suicide, but no one can predict suicide accurately. Threats of suicide or hints such as "I am no good to anyone; " I just cause trouble for everybody", or "I think I will kill myself" must be taken as serious threats.
3. Severe depression may be indicated by combinations of the following symptoms: changes in sleep patterns; appetite changes; withdrawal from family; restlessness; a constant feeling of sadness.
4. If you know someone who has threatened, made an attempt at suicide, or has any of the above symptoms, you must immediately notify the First Sergeant or myself. We will assist you in finding the proper care, facilities, and guidance needed for the individual concerned. Let us not wait until it is too late!

THOMAS V. STOCKS
CPT, OD
Commanding 

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, Maryland 21005-5295

Policy Letter #15 E Company

19 January 2001

SICK CALL POLICY

1. Reference AR 600-6

2. Personnel going to sick call:

a. Report to E Company [Building 4313](#) between the hours of 0530 to 0730 to complete a sick call slip (ATSL Form 931) and sign out in the sick call register. Ensure that you have informed your TAC Officer before signing out on sick call.

c. Report to the Post Recreation Center for a medical screening in [Building 3326](#) or call the [Nurse Triage Line](#) to schedule an appointment. Sick call hours are from 0600 to 0730 hours. Uniform for sick call is BDUs. National Guard and Reserve Component students must have travel orders when reporting to sick call.

c. Should you require further medical attention, you will be referred to Kirk U. S. Army Health Clinic (KUSAHC), [Building 2501](#).

d. Upon completion of treatment, return to E Company operations with a ATSL Form 931. The sick call slip must be stamped by the doctor/medical personnel.

e. Sign in on sick call register.

f. If appointments are made at Kirk, you must notify your TAC Officer and E Company. You must make every effort to make appointments that do not conflict with your class schedule.

g. If appointments are made for other medical facilities such as Walter Reed Medical Center or Fort Meade Clinics, notify the Operations NCO or First Sergeant.

3. Personnel with hospital appointments:

a. Sign out on sick call register before departure from Aberdeen Proving Ground.

b. Sign in on the sick call register when arriving back at Aberdeen Proving Ground.

4. Orderly Room Responsibilities:

a. Maintain sick call register, unit copies of ATSL Form 931 and any additional profile data.


b. Make appropriate entry in sick call register for emergency sick call personnel.

5. Personnel placed on quarters will return sick call slip to the Company Orderly Room, notify their TAC of their illness/injury, and proceed to quarters. Personnel on 24 hour quarters must report back to KUSAHC the next morning for a follow-up.

6. After sick call hours:

a. Monday through Friday 0800-1800, Saturday and Sunday 0900-1700. 

b. Personnel with illness or injury requiring emergency medical treatment must contact the Nurse Triage Line, (410) 278-1751. The Triage Nurse will either refer you to the Urgent Care Clinic or local emergency rooms at Harford Memorial Hospital, (443) 843-5500 or Upper Chesapeake, (443) 643-2000. If personnel are seen after hours at a local emergency room, they must report to KUSAHC the following morning for a follow-up. Personnel will notify or have medical personnel notify the Company of their status.

THOMAS V. STOCKS
CPT, OD
Commanding 


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #18 E Company

19 January 2001

PREVENTION OF SEXUAL HARRASSMENT

1. **PURPOSE:** To establish policy and procedures relative to the Prevention of Sexual Harassment (POSH).
2. **APPLICABILITY:** This policy applies to all personnel attached or assigned to Echo Company, 16th Ordnance Battalion.
3. **POLICY:**
 - a. Sexual harassment is a form of discrimination that involves unwanted sexual advances, request for sexual favors, suggestive comments or actions, and other verbal, nonverbal or physical conduct of a sexual nature.
 - b. Sexual harassment has no place in the military or civilian workplace. It is harmful to mission accomplishment, unit cohesion and readiness. Sexual harassment between employees or soldiers of equal rank undermines the close working relationship that normally characterizes Army units and installation staffs.
 - c. The First Sergeant and Operations Sergeant will ensure that each member of this command is aware of the provisions of the policies stated in these letters. Also, this will ensure that incoming personnel read all policy letters for the Company, Battalion and Brigade immediately after starting in-processing.
 - d. The Operations Sergeant maintains the Master Company Policy Letters and publishes an updated index each quarter.
4. Each policy letter will be reviewed quarterly and updated as required.

THOMAS V. STOCKS
CPT, OD
Commanding 

DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter # 19 E Company

19 January 2001

STORAGE AND ISSUE OF PERSONALLY OWNED WEAPONS

1. Purpose: To establish responsibility and delineate procedures for the proper storage and issue of Privately Owned Weapons (POW).

a. Storage: Soldiers owning weapons that reside off post or in family housing may store their POWs in the HHC arms room. **Soldiers who own POWs and reside in Army Lodging will store their POWs in the arms room.**

(1) The HHC Company Commander will authorize storage of POWs in the HHC, 16th arms room. E Company must submit a memo to the HHC Commander with the following information:

- a. Soldier's Name, Rank, and SSN
- b. Make, Model, Description and Serial # of Weapon

(2) The soldier will be sent to the Provost Marshall's Office (PMO) to register the weapon on post. STEAP_PM Form 16 must accompany the weapon in the arms room.

(3) Upon placing the weapon in the arms room, the soldier will receive a DA Form 3749 as his/her receipt. The service member must keep this at all times.


b. Issue: POWS and ammunition may be drawn from the arms room only upon giving three days notice and with the written approval of the soldier's commander.

(1) Upon surrender of his/her weapons card and verification of identity, by DD Form 2 (Active), the owner of the weapon will complete the weapons control sheet and only then will the weapon/ammunition be issued.

(2) Upon return, the armorer will ensure that the weapon has been cleared and that the weapon control sheet has been properly completed. Only then will the armorer return the weapons card to the owner.

(3) When clearing post, the soldier will bring a copy of his/her orders and DA Form 3749 to the arms room during duty hours and receive his/her weapon.

2. Additional information can be obtained from the undersigned at ext. 3-4294, or the HHC Arms Room NCOIC, [Bldg. 4313](#), ext. 3-5212.

THOMAS V. STOCKS
CPT, OD
Commanding 


DEPARTMENT OF THE ARMY
E Company, 16th Ordnance Battalion
61st Ordnance Brigade
U.S. Army Ordnance Center and School
Aberdeen Proving Ground, MD 21005-5295

Policy Letter # 20 E Company

19 January 2001

UNAUTHORIZED ACCESS TO MILPO, FINANCE, OR TRANSPORTATION

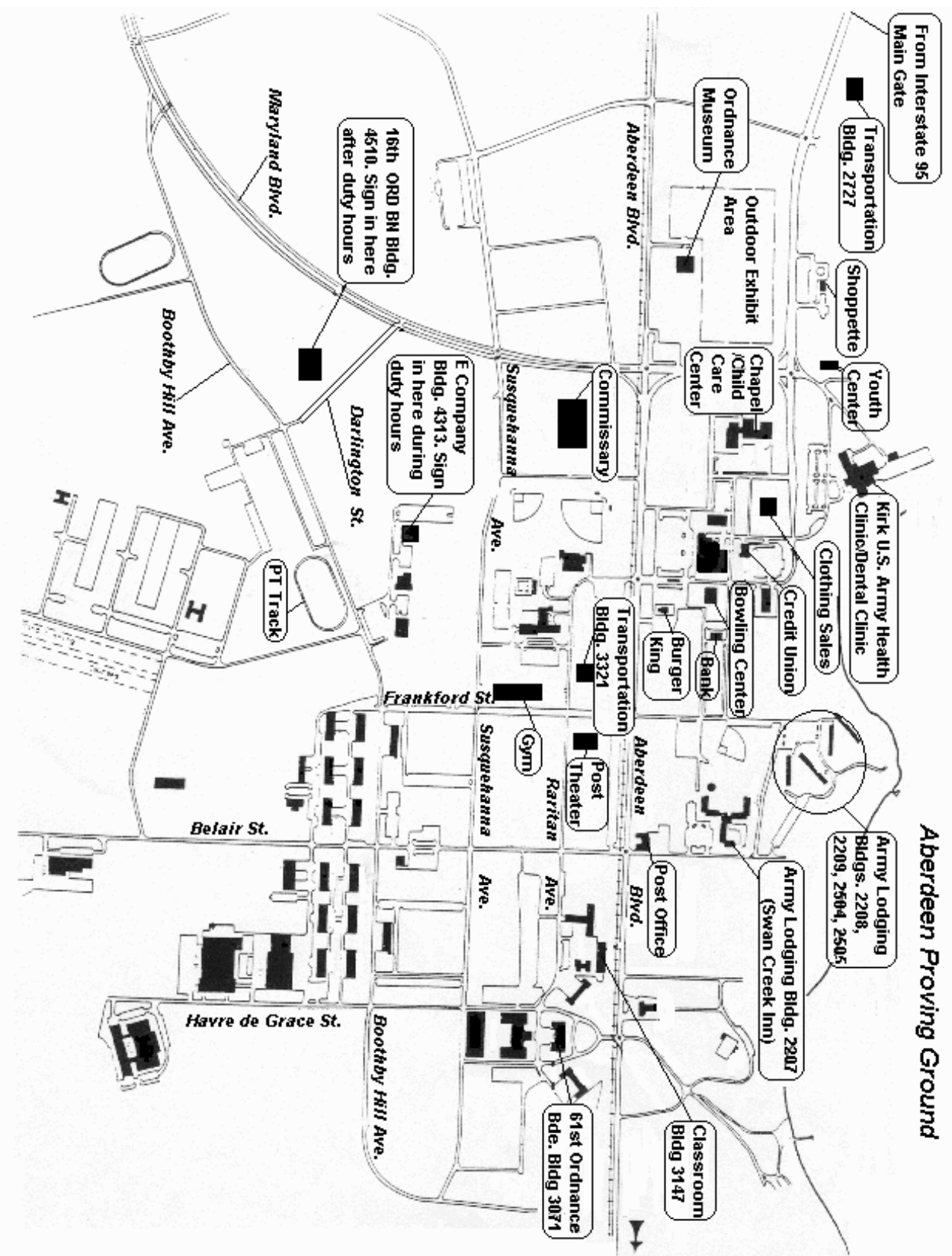
1. Students are not authorized access to MILPO, Finance, or Transportation unless appointments have been made through E Company.
2. Students who wish to see personnel in MILPO, Finance, or Transportation must contact the E Company Orderly Room, ext. 3-2671/3979 to request an appointment. When the appointment is made, the student will be notified by E Company. It is the student's responsibility to contact MILPO, Finance, or Transportation if he or she is unable to attend the scheduled appointment.
3. Additional information can be obtained from the E Company Orderly Room, ext. 3-2671/3979.

THOMAS V. STOCKS
CPT, OD
Commanding 

TAB F

MAP

Aberdeen Proving Ground



TAB G

APG PHONE DIRECTORY

APG Directory Assistance	(410) 278-5201
Ambulance	(410) 306-0572
American Red Cross (after hours)	(877) 272-7337
Amtrak	(800) 872-7245
Army Community Service	(410) 278-7478
Army Emergency Relief	(410) 278-2508
APG Federal Credit Union	(410) 272-4000
Army Lodging	(410) 278-5148/5149
Bank of America	(410) 272-6907
Chaplain	(410) 278-4333
Clothing Sales	(410) 272-1312
Finance Office	(410) 278-7085
Fire Department	(410) 306-0572
Guest House	(410) 278-3856
Identification Cards	(410) 306-2353/2389
Information, Ticketing & Registration	(410) 278-4011
Legal Office/JAG	(410) 278-1584/1583
Medical Services	
Acute/Minor Illness Clinic (Nurse Triage)	(410) 278-1752/1725
Advice Nurse (Tricare)	(800) 308-3518
Community Health Nurse	(410) 278-1772
Dental Clinic	(410) 278-1796
Kirk U.S. Army Health Clinic	
Automated	(410) 278-1990
Toll Free Automated	(800) 823-1095
Tricare	(410) 278-1719/1881
Tricare Service Center	(888) 999-5195
Occupational Health	(410) 278-1913
Patient Assistance	(410) 278-1724
Walter Reed Medical Center	(800) 433-3574
Military Police	(410) 306-0564
Passport Information	(410) 306-2347
POV Shipment	(800) 631-5751
Shuttle Service (About Town)	(410) 838-6449



TAB H

FAQ/FEP

Frequently Asked Questions

Q: [What if I fly in?](#) Where should I fly into and how do I get to APG?

A: We recommend flying into Baltimore-Washington International (BWI). You can catch a cab or shuttle from there to APG for approximately \$75. The [Amtrak](#) train has a direct route from BWI to the City of Aberdeen that costs \$18 with military I.D. and \$20 without. Keep your receipt to file with your TDY settlement.

Q: What if I have a profile? Can I still attend?

A: Yes, you can; however, you cannot attend a TRADOC school with a temporary profile. You must have a permanent profile. Your profile will allow you to do an alternate event during the APFT. Keep in mind that to graduate you must pass the APFT, and the aerobic event is the only part of the APFT that cannot be waived. Students with pregnancy profiles must contact the E Company Commander for guidance. Call [E Company](#) if you have any questions. We will work with you. Academic success is the most important aspect of the course.

Q: What about our report cards?

A: You will receive an Academic Evaluation Report (AER) which covers the period of time you are here at OBC. You will be given a copy of your AER after graduation.

Q: What will I do about transportation while at school?

A: If you do not drive here, you will probably want to rent a vehicle. If your unit agrees to pay for your rental vehicle, it needs to be annotated on your orders. Keep in mind that you are not guaranteed lodging in the Aberdeen Area. Should you be lodging in the Edgewood Area or off post, you will definitely need transportation to get to and from school, E Company, etc.

Q: How long is the course?

A: [RCOAC](#) is approximately 2 weeks long.

Frequently Encountered Problems

Problem: Students often have incomplete copies of orders.

Solution: Ensure that your orders have a signature block and an official stamp. If your orders are two-sided, copy both sides. You should arrive at APG with at least 10 copies of your orders. Also ensure that an accounting classification is included on your orders.

Problem: Problems occur that cannot be handled by E Company Operations personnel.

Solution: Ensure that you have a **reliable** point of contact at your unit who can take care of any administrative and pay problems that may arise during your stay here.